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<b>U.S. PATENT AND TRADEMARK OFFICE</b> <b>TRANSMITTAL FORM</b> (to be used for all correspondence after initial filing)	Application Number	09/580,591	
	Filing Date	May 26, 2000	
	First Named Inventor	Robert A. Levy	
	Group Art Unit	2756	
	Examiner Name	Unknown	
Total Number of Pages in This Submission	13	Attorney Docket Number	L0015/7000

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SIGNATURE OF APPLICANT, ATTORNEY, OR AGENT	
Firm or Individual name	Jeffrey L. Snow
Signature	<i>Jeffrey L. Snow</i>
Date	March 6, 2002

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I hereby certify that this correspondence along with all papers or documents referred to therein as being attached or enclosed is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Official Draftsman, Commissioner for Patents, Washington, DC 20231 on <u>March 6, 2002</u>			
Typed or printed name	Jeffrey L. Snow		
Signature	<i>Jeffrey L. Snow</i>	Date	March 6, 2002

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PATENT

ATTORNEY'S DOCKET NO.: L0015/7000

## IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

APPLICANT: Robert A. Levy  
SERIAL NO.: 09/580,591  
FILED: May 26, 2000  
FOR: System and Method for Analyzing Work Activity and Valuing Human Capital  
EXAMINER.: Unknown

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LETTER TO OFFICIAL DRAFTSMAN

Sir:

Enclosed for filing are eleven 11 sheets of formal drawings (FIGS. 1-11) for the above-identified application.

Please apply any charges or credits to Deposit Account No. 50-1721.

Respectfully submitted,

Jeffrey L. Snow

Reg. No. 39,037

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Boston, Massachusetts 02109

Tel: (617) 261-3100

Attorney for Applicants

Docket No.: L0015/7000

Date: March 6, 2002

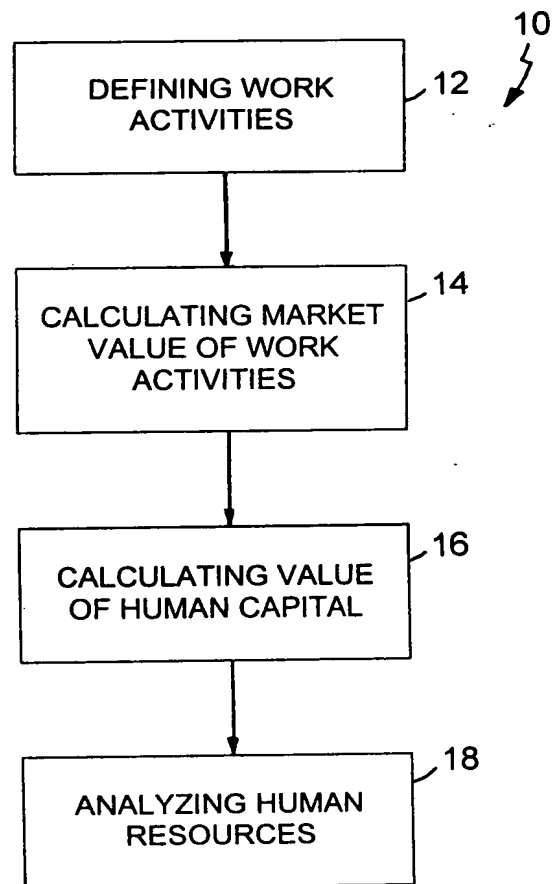


FIG. 1

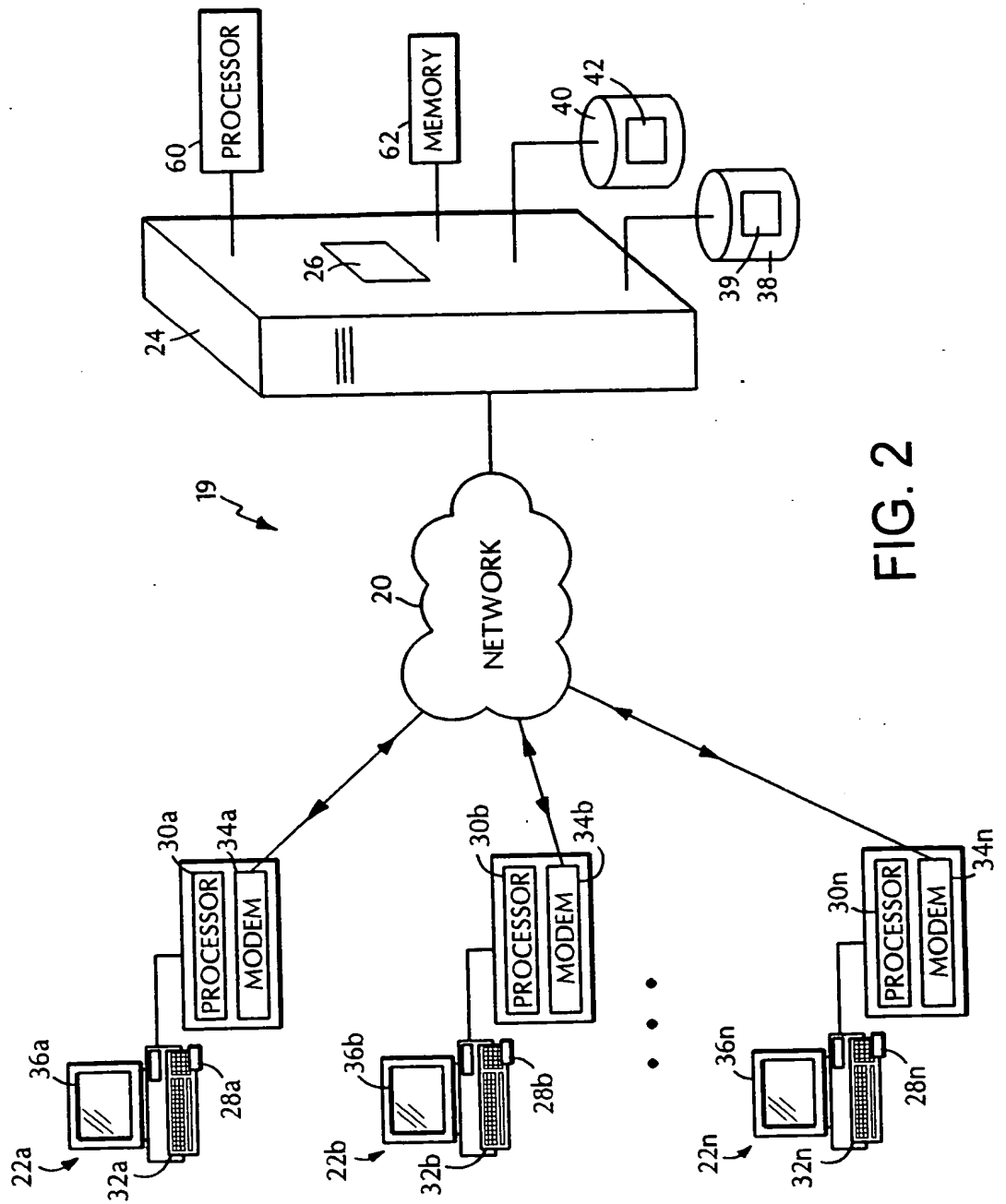


FIG. 2

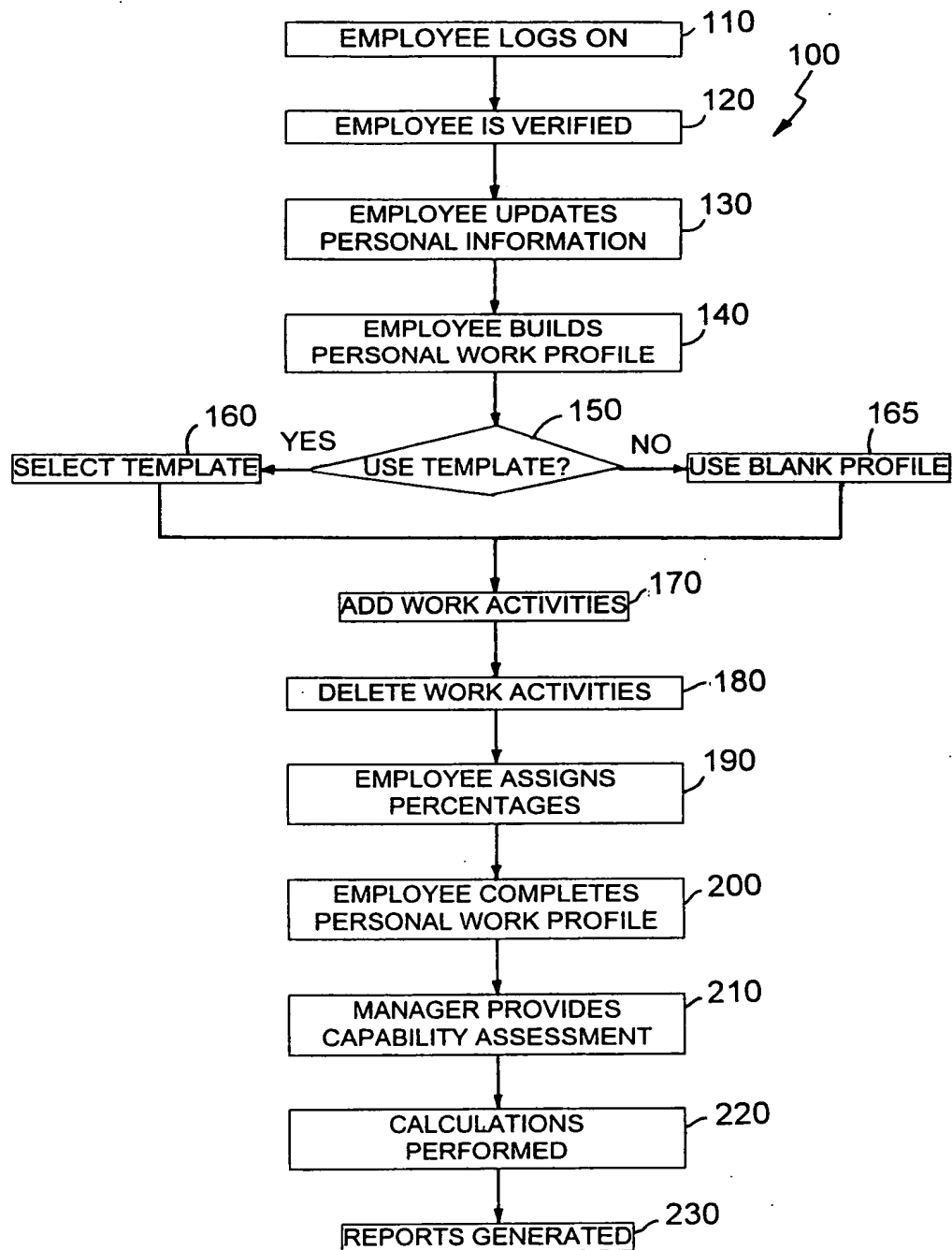


FIG. 3

250

HR DATAMINE LOGIN

260

COMPANY CODE:

270

EMPLOYEE NUMBER:

280






CONTINUE ►

FIG. 4




300

Is your personal information correct?

**Employee Information**

First Name    
MI    
Last Name    
Employee Number    
Sex    
Date of Birth  MM/DD/YYYY






**Job Information**

Job Title   
Location   305  
Status    
Hire Date  MM/DD/YYYY  
Hours Worked per Week   
Manager  

**Experience**

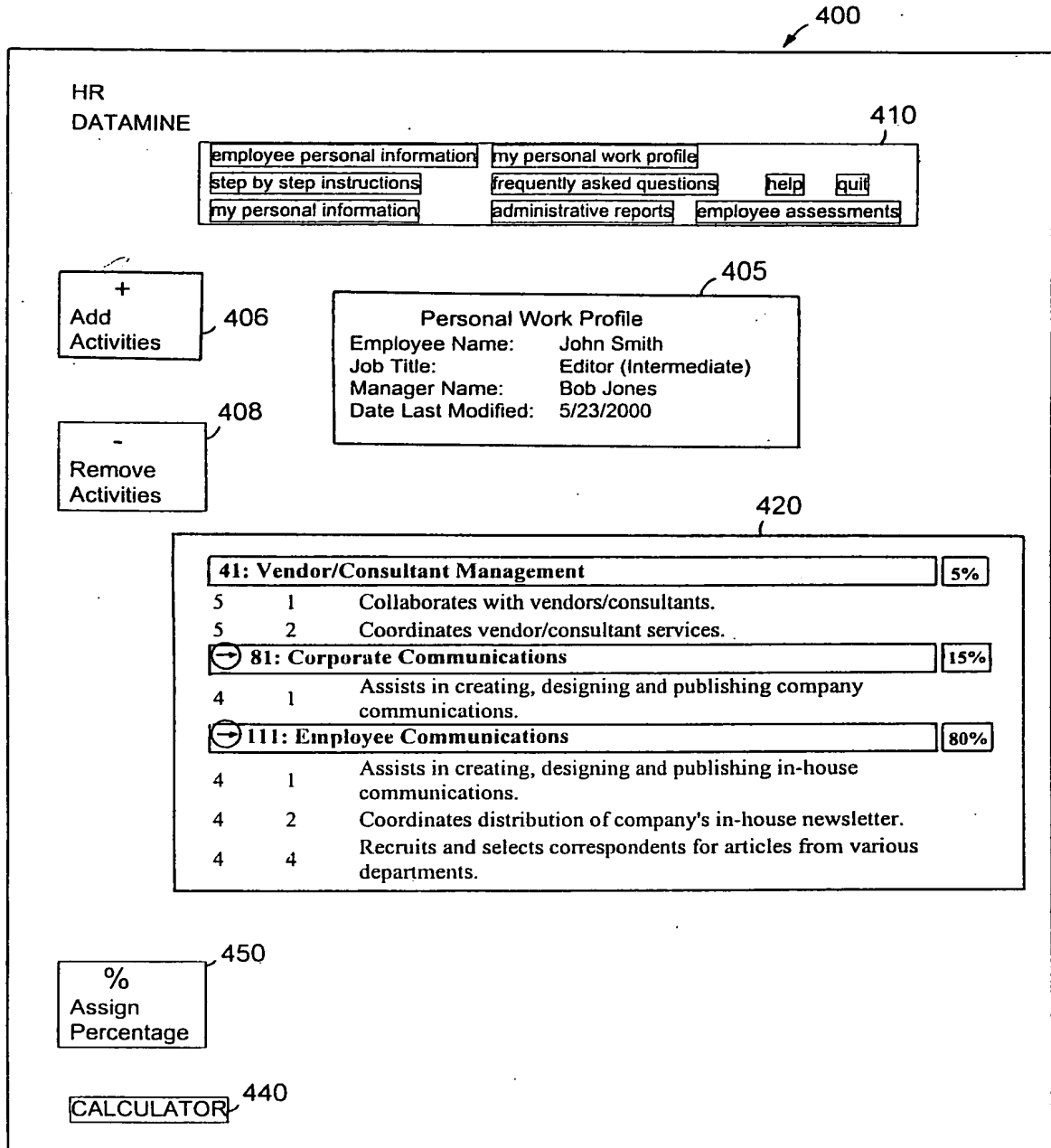
Degree    
Degree Type    
Experience in Field Years:  Months:

**Organization Information**

Level 1:    
Level 2:    
Level 3:    
Level 4:    
Level 5:  

**Continue**  310

FIG. 5





500

## It's time to create your Personal Work Profile

It's easy. All you do is pick from a list.

Creating your Personal Work Profile doesn't require any writing. Pick all your Work Activities from the built-in Directory. The Directory contains hundreds and hundreds of choices, in a searchable database.

To make this task even easier, we've already created hundreds of job templates to help you get you started. You can quickly edit a job template in any way you like, removing or adding Work Activities as you see fit, to tailor the template to you.

If you can't find an appropriate job template, you can create your Personal Work Profile from scratch.

Whenever possible you should choose a job template instead of creating a Personal Work Profile from scratch.

Show Me The Templates ▶

510

I'll Create My Personal Profile From Scratch ▶

520

FIG. 7

600

**Search the Directory**

- There are two ways to search the directory: either by Work Function, or by Key Word.

610

Search by Work Function	Search by Key Word
<ul style="list-style-type: none"><li>Go Audit</li><li>Go Business Development</li><li>Go Compliance</li><li>Go Customers/Clients</li><li>Go External Affairs</li><li>Go Finance</li><li>Go General Administrative and Clerical</li><li>Go General Services</li><li>Go General Supervisory and Managerial</li><li>Go Human Resources</li><li>Go Information Technology</li><li>Go Legal</li><li>Go Marketing</li><li>Go Outsourced Services</li><li>Go Strategic Planning</li><li>Go Treasury</li></ul>	<p>Be sure to enter a key word before clicking the search button.</p> <p>Search for <input type="text"/></p> <p><b>Search</b> ▶</p>

620

◀ **Return to Personal Work File** 630

FIG. 8

700

720

Records Administration

10%

730 Indexes documents.

Has Employee Mastered Activity?☐

740

Strategic – Analysis/Planning

5%

Establishes strategic direction and priorities.

Has Employee Mastered Activity?☐

710 Provides leadership to the strategic planning process.

Has Employee Mastered Activity?☐

Accounting Operations

5%

Codes invoices and vouchers.

Has Employee Mastered Activity?☐

Posts entries to the General Ledger.

Has Employee Mastered Activity?☐

IT – Design and Development

25%

Supervises systems design, development and implementation.

Has Employee Mastered Activity?☐

Translates business needs into long-term system architecture solutions.

Has Employee Mastered Activity?☐

IT – Testing and Installation

10%

Tests and documents changes made to applications.

Has Employee Mastered Activity?☐

Sales Management

45%

Develops sales strategies.

Has Employee Mastered Activity?☐

Establishes sales goals/objectives.

Has Employee Mastered Activity?☐

750

Submit Capabilities Assessment ▶

FIG. 9

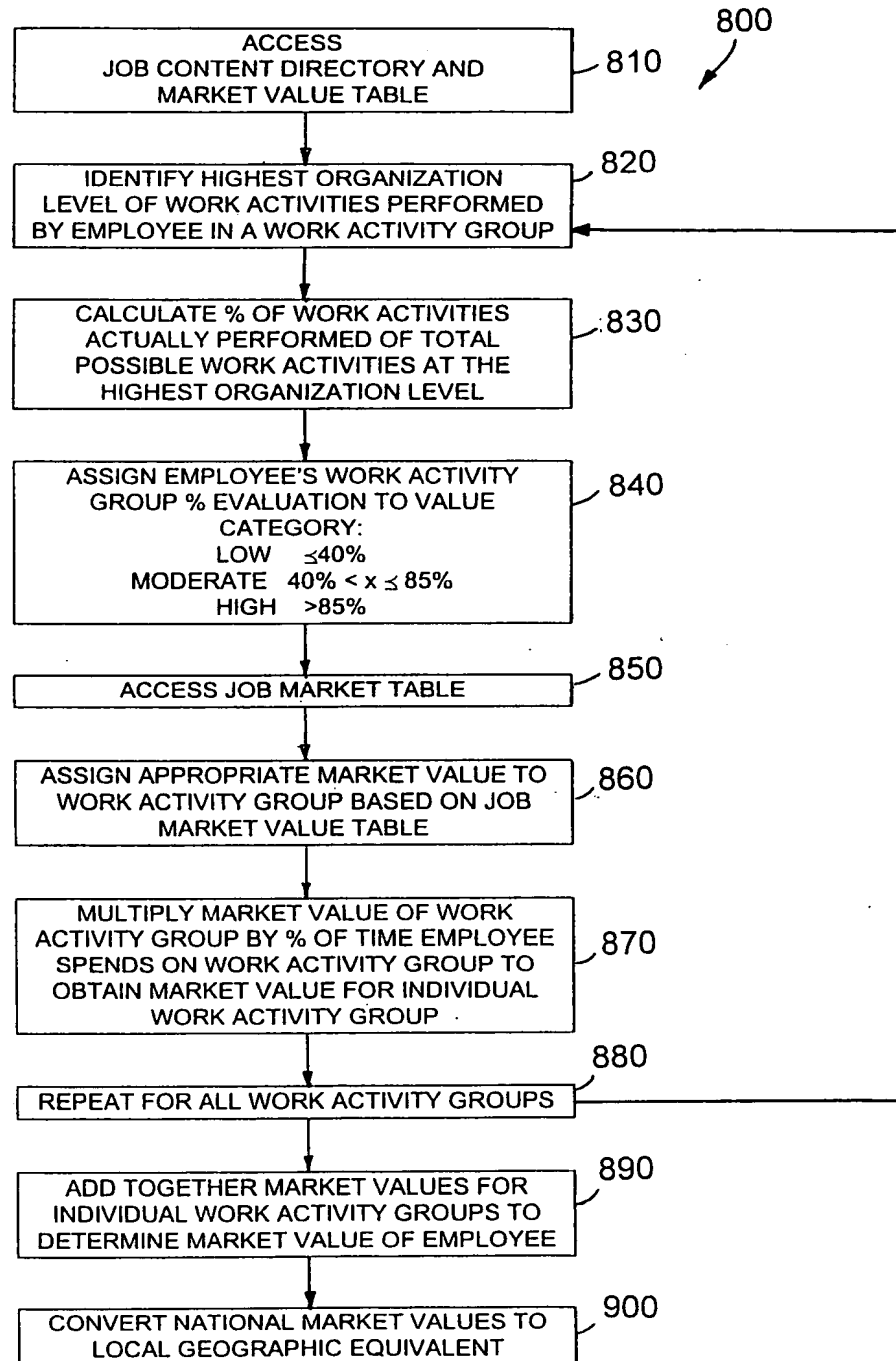


FIG. 10

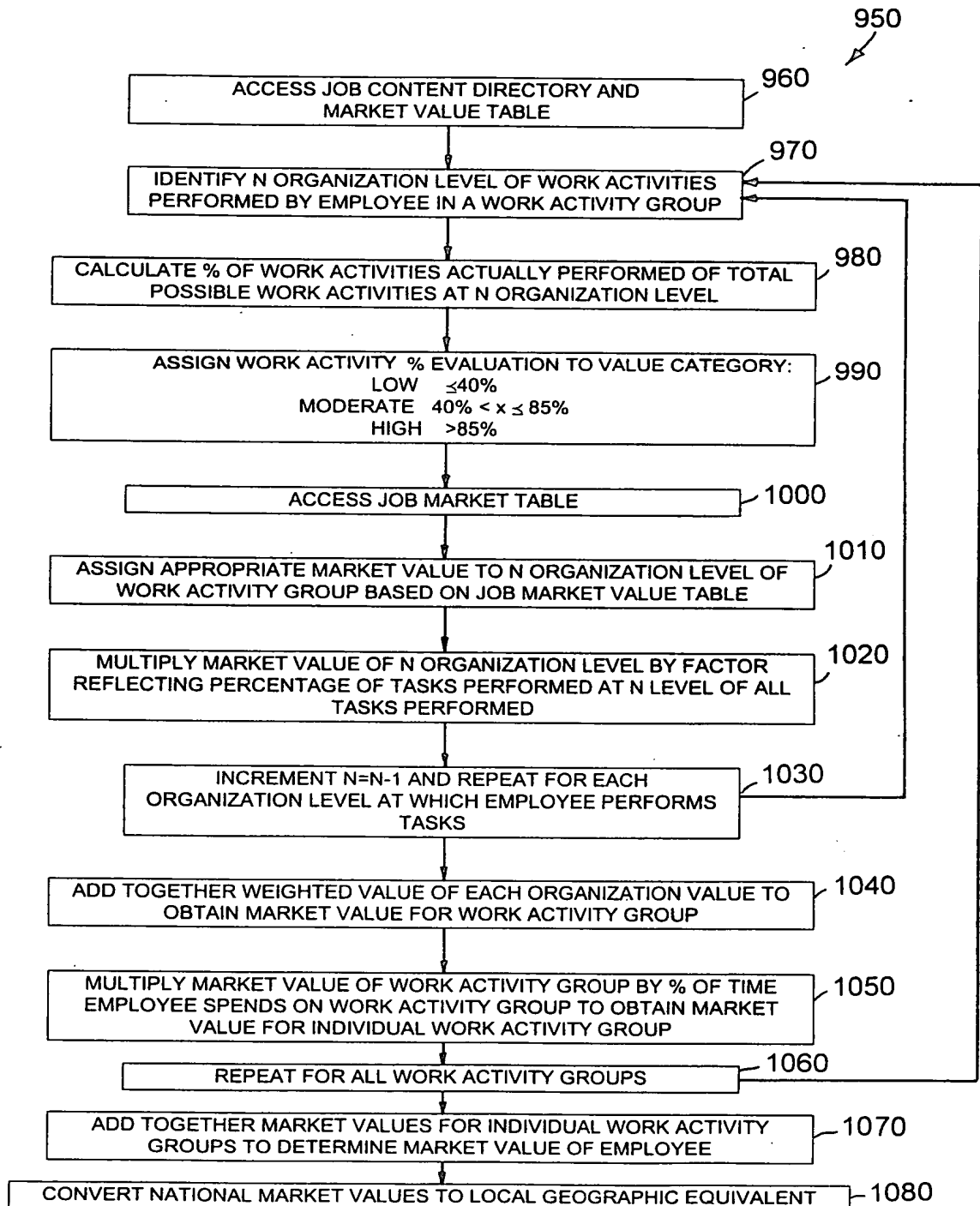


FIG. 11